

EMERGENCY PLAN

The following document includes required and recommended information. Refer to the rule, 90-16(1 and 2) to see what is required by the rules. Emergency preparedness agencies stress that the responsibility for preparedness and appropriate action lies with you! Remember that in a major disaster, one that impacts the entire community, 911 services may not be available. Parents may not be able to reach you, or if they work for fire, police, hospitals, etc, they may be required to stay at their job. You must be prepared to care for children until authorized adults are able to pick the children up.

The plan is written to help you think through the steps you will need to take in an emergency. You need to make sure that your substitutes or second caregivers know what to do in an emergency. It is a good idea to have them sign a statement that says they have read the plan and understand it.

GENERAL INFORMATION

Remember to stay calm. If the adults act frightened or alarmed, the children will imitate those responses.

Plot Plan: draw a diagram showing how you will evacuate your home and the location of the gathering spot in case children get separated from the group. Have at least one back up exit. Make sure that all substitutes are aware of the diagram and the evacuation route. **Attach the diagram to this packet.** Or write instructions below.

Evacuation Site: If you need to leave your home in case of fire, where will you go?

In case of a community wide disaster, where will you go?

Is there someone who can help in an emergency? Name and phone number:

Emergency Telephone Numbers: Licensing rules require emergency phone numbers to be posted by each telephone. It is important to make the numbers easy to see □ on

colored paper, in colored ink, large numbers, not covered by other paper, etc.

You will need to have emergency contact phone numbers for each child who is enrolled.

You may also need their emergency medical treatment releases. This information needs to be easy to reach and all substitutes need to know where it is kept. When you do drills remember to take this information with you when you leave the house. You want it to be a habit. A suggestion: keep admission/enrollment forms in a binder or portable file that can be grabbed on the way out of the home. Keep a backup copy in your car, garage or with a neighbor in case you are unable to reach the original or it is destroyed by fire. If you have a backpack for emergency supplies, you might want to keep it there.

Where will you keep emergency contact phone numbers for the children? How will you take them with you when you evacuate?

You will need to have emergency supplies on hand and easily accessible. You might want to store basic supplies that you will take when you evacuate, in your car, garage, shed or close to a doorway. Store the items together - in a backpack or plastic storage container - so that you can easily grab the supplies. Additional items, such as extra blankets and long term food supplies that will only be needed in serious emergencies, may be stored separately. More complete supply lists are available from the resources listed at the end of this appendix. Check off those items in your emergency kit.

Short term emergency supplies are stored (where): _____

- _____ Water, food and can opener
- _____ a small supply of snacks and drinks for one day's use
- _____ Toys, puzzles, coloring and story books to entertain & comfort children
- _____ Pre-moistened towelettes (baby wipes)
- _____ Extra clothing for children and diapers for infants
- _____ First aid kit and bodily fluids clean up kit

Disaster emergency supplies are stored (where): _____

- _____ Water and food (a supply for 24 - 72 hours in case of major disaster)
- _____ Paper cups & plates, silverware and utensils, ziplock baggies
- _____ Battery operated radio, with batteries taped to the outside (to stay fresh)
- _____ Battery operated lantern with batteries taped to the outside (to stay fresh)
- _____ Plastic bucket with tightly fitting lid and bags with ties for emergency toileting
- _____ Disinfectant and soap
- _____ Sleeping bags, blankets or emergency blankets
- _____ Tent, tarps or other form of shelter
- _____ Flashlight with batteries taped to the outside

What else will you take with you when you evacuate:

Many cordless phones don't work unless there is electricity. If you have a cordless phone, does it have a backup battery? If not, purchase a non-cordless phone.

A typical 72-hour emergency kit for a family is recommended.

EARTHQUAKES

Earthquake-proof your home as much as possible.

- ☐ Fasten shelf units, bookcases and heavy objects to the wall to keep them from falling on you.
- ☐ Install strong latches on cupboards.
- ☐ Don't hang heavy pictures, etc. above beds.
- ☐ Fasten your water heater to the wall to prevent breaking a gas line if it falls.
- ☐ Tape a shut off wrench to the gas valve for emergency shut off.

Choose a safe spot to gather in.

- ☐ When outside, avoid power lines, walls, trees and the house.
- ☐ When indoors, avoid windows, objects that can fall on you or tall furniture such as bookcases.
- ☐ Try to find heavy objects, such as tables, to climb under.
- ☐ Hold onto the table to keep it from sliding away from you.
- ☐ If it is not possible to get under something, crouch in a door frame or against an inside wall.
- ☐ Turn your back to any windows.
- ☐ Protect your eyes by covering them with your arms.

During an earthquake, my "duck, cover and hold on" site is:

Teach children to stay in the "duck and cover" site until the shaking stops. Tell them that there will be a loud rumbling noise and that things may fall and break – but they should stay where they are until you tell them it's safe. Practice twice a year.

If driving, pull to the side of the road and stop. If the roads are damaged, wait for instructions from emergency crews.

After the shaking stops:

- ☐ Check children for injuries. Seriously injured children should not be moved.
- ☐ Administer first aid as needed.
- ☐ Check the home for damage.

- ☐ If you can smell gas, turn the main valve off. Do not turn it off if there is no leak!
- ☐ Electrical switches can not be used if you can smell gas ☐ it may cause an explosion.
- ☐ If electrical wires are damaged, turn off the electrical power to the house.
- ☐ Do not flush toilets if the sewage system is damaged.
- ☐ If the electricity is off, use food from the fridge and freezer first.
- ☐ If the house is badly damaged, move outside, into the evacuation site. The site is _____ (the garage, shed, yard, neighbor's yard - or shed).
- ☐ Take emergency supplies with you.

Location of main gas valve, how to shut it off and location of tools:

Location of main water valve, how to shut it off and location of tools:

Location of main electrical panel & how to shut off electricity:

FIRE

- ☐ Sound the alarm (if you have one).
- ☐ Grab the emergency number file and car keys on the way out, if possible.
- ☐ Remove children from the house using the evacuation plan.
- ☐ Report the fire ☐ use _____ (neighbor's phone, cell phone?)
- ☐ Go to your evacuation site. Calm and comfort children.
- ☐ Follow the instructions of emergency personnel
- ☐ Use the emergency file (original or backup located in _____) to contact parents.

Suggestion: if you take care of infants and very young children, have older children hold the hand of a younger child ☐ use a buddy system. Try a few approaches until you find what works best for you. You might want to carry the babies and lead the older children outside or send the older children out first, then carry the babies out. You should try to get everyone outside in 2 minutes. If there is a second caregiver, make sure that each caregiver knows what their assignments are.

List how children are evacuated from the home:

FLOODING

- Remain in the house if it is safe.
- If you have prior warning, take action quickly. Have parents pick children up before flooding occurs or move children to safety before the water rises.
- If water is rising and you have a second floor, move children upstairs.
- If ordered to evacuate, wait for official assistance. Do not attempt to drive through swollen streams or rising water.

LIGHTNING

- Go inside if possible.
- If trapped outside, get to the lowest point possible, such as ditches or hollows.
- If there are no low spots, stay away from anything tall □ trees, building, poles, etc. Have children drop to the ground.
- If a child is hit by lightning, call for help and administer CPR.

POWER OUTAGE

- Use flashlights and battery operated lanterns if necessary.
- Contact the power company to find out how long the power will be off. If it is light outside, play outside, weather permitting.
- During cold times of the year, contact parents to pick up children if the temperature in the home becomes too cold.

BLIZZARD

- Remain inside.
- Contact parents to pick up children early if weather reports predict blizzard conditions.
- Use emergency supplies as needed.

LOST OR MISSING CHILD

- Search the house and yard. If child is not found, contact parents.
 - Based on parent's wishes, and age of child, contact police immediately or check the neighborhood/school once more.
 - If after a second search, the child is still not found, contact the police.
- For school age children who can not be found at school: contact the office to see if the child has already been picked up by parents and check the playground and classroom. If the child can not be found, contact the parent. Depending on the parent's wishes, check the neighborhood and the homes of friends or call the police. If after checking the neighborhood the child is still not found, call the police. It is a good idea to have current pictures of the children to help police search for the child.

SERIOUS INJURY, ILLNESS OR DEATH OF A CHILD

If an injury is life threatening (example: choking, severe bleeding, shock or loss of consciousness) call 911. Give CPR or first aid if needed. Follow the instructions of the 911 dispatcher. After emergency personnel have arrived, contact the parent.

For serious injuries that are not life threatening, contact the parent. If the parent can not be reached in the appropriate amount of time, use the emergency medical treatment release to obtain treatment (examples: child needs stitches). If possible, take the child to his/her own physician for treatment.

FIRE DRILLS

- Fire drills are held monthly. While the child care rules require fewer fire drills, the State Fire Code now requires monthly drills. Frequent practice makes actions routine and reduces fears and confusion in the event of a real fire.
- Set off the smoke alarm or fire alarms so children are used to the sound.
- Conduct drills at different times of the day, and different days of the week, to ensure that all children have a chance to participate and so you practice handling drills during lunch, play time and even nap time.
- Follow the evacuation plan.
- Document the drill.

DISASTER DRILLS

- Contact your local emergency preparedness agency - often the fire department. Ask them what disaster would most likely effect your home or center.
- Complete two drills each year if you are a family provider and quarterly if you are a center. You may choose different disasters or repeat the one most likely to affect you.
- Document the drill.

FOR MORE INFORMATION

Your local Fire Department or Emergency Preparedness Office has detailed information on how to prepare for and deal with all kinds of disasters. They will also be able to tell you about the emergency plans for your community. If you are unable to contact them, contact your licensor.

American Red Cross: www.redcross.org or check your local Red Cross office
CDC's ABCs of Safe and Healthy Child Care: www.cdc.gov/ncidod/hip/abc
Federal Emergency Management Agency: www.fema.gov